

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: November 16, 2021

Closing Date: Open Until Filled

**PARALEGAL
Fraud and Consumer Protection Division
White Collar Crime Unit
New Castle County**

Job Responsibilities and Duties:

This Paralegal will provide general paralegal support to Deputy Attorneys General in the White Collar Crime Unit, Fraud and Consumer Protection Division, in New Castle County. Primary responsibility is to provide paralegal support by managing case documents in complex, document-heavy criminal and *qui tam* (whistleblower) investigations. As an integral part of the investigative/prosecutive team, the successful applicant would be expected to develop a thorough understanding of the relevant facts and to attend case meetings with law enforcement and interviews with witnesses. The paralegal is responsible for reviewing, analyzing and drafting legal documents. Paralegal will maintain physical and digital files, prepare litigation documents and investigate case-related issues and facts and will coordinate research, investigative reports and case preparation for the Deputy Attorneys General. Applicant must demonstrate strong organizational and computer skills, preferably to include experience with LexisNexis e-filing and Concordance (or similar data management software), and proficiency with Excel. The applicant will also be able to work accurately and independently within strict time constraints with a minimum of direct guidance and supervision.

Minimum Qualifications:

Five (5) years of employment with the Department of Justice in a similar capacity **OR**

An Associate's degree in Paralegal Studies in an ABA or Department-approved program, **OR**

A paralegal certificate in an ABA-approved or Department-approved program, **OR**

A Bachelor's degree in Paralegal Studies, **OR**

A Bachelor's degree **AND** one year of law school.

Please Note: As a condition of employment, all employees must certify that they are fully COVID-19 vaccinated by September 30, 2021; or be required to test for COVID-19 on a weekly basis starting on September 30, 2021. If hired after September 23, 2021, these certifications or requests must be completed during their initial week of employment. This will be in effect until further notice.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, External applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.